

**UNIVERSITY OF MISSOURI-KANSAS CITY
SCHOOL OF NURSING AND HEALTH STUDIES
BYLAWS**

ARTICLE I ADMINISTRATION

- Section 1 The University of Missouri-Kansas City is one of four campuses of the University of Missouri.
- Section 2 The University is governed by a Board of Curators whose members are appointed by the governor of Missouri and confirmed by the Missouri State Senate. The President of the University directs and coordinates programs of all four campuses with the assistance of a staff in finance, business, management, research, extension, development, public information, and other University-wide services.
- Section 3 The activities of each campus are under the supervision of a chancellor who directs campus affairs within policies established by the Board of Curators and the President.
- Section 4 Under the Chancellor of the University of Missouri-Kansas City are four vice chancellors - Administration and Finance, University Advancement and Student Affairs - and one Provost – Vice Chancellor for Academic Affairs, and Vice Chancellor for Research.
- Section 5 The Provost –Vice Chancellor for Academic Affairs is responsible for the direction, coordination and general supervision of academic programs and activities at the University of Missouri-Kansas City.
- Section 6 The School of Nursing is one of five health sciences schools within the University of Missouri-Kansas City. The purpose of the School of Nursing is to provide education in the field of nursing and to contribute to the improvement of health care through service and research.
- Section 7 The chief administrative officer of the School of Nursing is the Dean, who is directly responsible to the Provost – Vice Chancellor for Academic Affairs for the educational programs and the administration of the School of Nursing. The Dean has the authority and responsibility for the management of the budget, public relations, teaching, and research and related activities of the nursing faculty.
- Section 8 The School of Nursing provides two types of programs: undergraduate and graduate

ARTICLE II NAME OF ORGANIZATION

The organization is named the School of Nursing Faculty at the University of Missouri-Kansas City, hereinafter referred to as the School of Nursing Faculty Assembly.

ARTICLE III PURPOSES

The purpose of the faculty assembly is to oversee and ratify the structures, functions and activities of the School of Nursing related to the overall goals and mission of the University of Missouri – Kansas City. They will also maintain primary authority over the nursing curriculum in accordance with the philosophy and objectives of the School of Nursing

The Faculty Assembly has established the following committees:

- (a) Faculty Steering Committee
- (b) Curriculum Committee
- (c) Student Affairs Committee
- (d) Faculty Development and Advancement Committee
- (e) Program Evaluation Committee

Approved by the School of Nursing Faculty Assembly
September 20, 2006; October 18, 2006; May 9, 2007, August 14, 2008, December 10, 2008, and December 9, 2009; May 12, 2011; December 14, 2011; May 8, 2013

(see Faculty Assembly minutes for details on specific changes for dates listed above)

In addition, faculty will participate in the following intercampus committees:

- (a) MSN coordinating committee
- (b) PhD coordinating committee

ARTICLE IV ADDITIONAL RESPONSIBILITIES

Specific responsibilities of the Faculty Assembly include, but are not limited to:

- (a) Hear reports concerning administrative affairs of the School of Nursing from the Dean.
- (b) Review and act upon recommendations from the Dean of the School of Nursing.
- (c) Refer recommendations requiring official, administrative or legislative action to the Dean of the School of Nursing.
- (d) Establish and maintain the standards and policies for admission, promotion and graduation of students in the School of Nursing in accordance with UMKC policies.
- (e) Review and, if needed, act upon decisions of all School of Nursing committees.
- (f) Discuss and take appropriate action on general University affairs and policies.
- (g) Determine the need and membership for School of Nursing ad hoc committees.
- (h) Approves representatives to University committees and recommends appointed representatives to the Dean.

[Faculty Steering Committee] Responsibilities:

1. Develop the agenda for each meeting of the Faculty Assembly.
2. Approve decisions of other standing committees and forward to Faculty Assembly as deemed appropriate for either informational purposes only, or for full-faculty action as necessary. .
3. Identify issues and direct them to the appropriate committee.
4. Develop and present faculty governance policies within the school to Faculty Assembly or other committees as necessary.
5. Advise the Dean regarding interpretation of faculty policies and recommendations.
6. Inform the Dean of pending policy decisions to insure that sufficient resources for implementation are available.
7. Assist the Dean regarding administrative policy development.
8. Collaborate with the Dean and share with faculty information regarding school budgetary issues.
9. Periodically conduct an evaluation of the by-laws and functioning of the governance structure.
10. Conduct elections during winter semester for Chair of School of Nursing Committees, and SON representatives to university level committees.
11. Develop an annual calendar of dates and times for the academic year for Faculty Assembly and standing committee meetings.

[Curriculum Committee] Responsibilities:

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- (1) Coordinate all activities related to the development of the School of Nursing curricula
- (2) Revise philosophy, program objectives, conceptual framework, and curriculum design as appropriate
- (3) Evaluate the curriculum on a scheduled basis
- (4) Present new course offerings and major changes in existing courses
- (5) Recommend policy revisions
- (6) Monitor implementation of changes to the curricula
- (7) Review and approve suggested course, hour, description and title changes and all suggested course additions and deletions; forward approved changes to Faculty Steering Committee for review and ratification.

[Student Affairs Committee] Responsibilities:

- (1) Establish with ratification by the Faculty Steering Committee, policies and procedures for admission to, progression through, and graduation from the School of Nursing.
- (2) Evaluate applicants and make recommendations regarding admission to the appropriate University officer (Registrar/Graduate School Dean)
- (3) Act on student petitions for exception to academic policies and/or program requirements.
- (4) Develop and implement policies and procedures for addressing student concerns and grade appeals except where other campus or school procedures exist. When dealing with individual student concerns, the committee shall go into executive session without student representation.
- (5) Review criteria and make recommendations to appropriate University persons/offices in matters such as student health, scholarships and awards. Recommend to the Faculty Assembly the candidates for graduation from the School of Nursing.
- (6) Review all recruitment, admission, and progression policies of the School of Nursing to determine their effects on the quality and quantity of students enrolled in the programs and on minority enrollment.
- (7) Oversee unit implementation of the School of Nursing enrollment management plan
 - (a) Evaluate of effectiveness of enrollment management activities
 - (b) Recommend to faculty and staff regarding processes and structures affecting enrollment management
 - (c) Coordinate recruitment and retention efforts with Division of Student Affairs Admissions and Enrollment Management departments.

ARTICLE V **FACULTY ASSEMBLY MEMBERSHIP**

Section 1 Faculty

- (a) The faculty of the School of Nursing is composed of:

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The President of the University, the Chancellor and the Provost – Vice Chancellor for Academic Affairs of the University of Missouri-Kansas City, the Dean, the Associate Deans and all individuals holding academic appointments to the School of Nursing of the University of Missouri-Kansas City.

(b) Voting

(1) Faculty with regular academic appointments to the UMKC School of Nursing shall have voice and vote in Faculty Assembly.

(2) Faculty with non-regular academic appointments to the UMKC School of Nursing of at least .5 FTE shall have voice and vote.

(3) Part-time faculty with non-regular academic appointments to the UMKC School of Nursing of less than .5 FTE shall have voice but no vote.

Section 2 The appropriate School of Nursing student body will provide two student representatives. One representative shall be from the undergraduate nursing program and one from the graduate nursing program at UMKC. All student representatives shall have voice, but no vote.

Section 3 Affiliated faculty, lecturers and other teaching staff officially requested to assist with student learning may attend Faculty Assembly meetings and shall have voice but no vote.

Section 4 Staff may attend Faculty Assembly meetings and shall have voice but no vote.

ARTICLE VI OFFICERS

There are two elected officers of the Faculty Assembly: the Chair and the Co-Chair.

Section 1 Election of Faculty Assembly Officers:

(a) Officers shall be nominated for election from voting faculty members from the UMKC School of Nursing.

(b) Officers shall be elected during the winter semester to a two year term.

Section 2 Responsibilities of the Chair:

(a) Prepares an agenda and appropriate materials prior to each meeting and arranges for distribution to members of the Faculty Assembly no less than two working days prior to the meeting.

(b) Presides at the Faculty Assembly meetings.

(c) Reviews minutes of all Faculty Assembly meetings as prepared by and maintained by designated staff and distributes to members of Faculty Assembly and designated persons no less than five working days prior to the next meeting.

(d) Serves as a non-voting liaison to all standing committee.

(e) Serves as chair of the Faculty Steering Committee

Section 3 Responsibilities of the Co-chair:

(a) Presides over Faculty Assembly meetings in the absence of the Chair.

- (b) Facilitates timely progression of Faculty Assembly meetings in accordance with Roberts' Rules of Order
- (c) Coordinates the following activities with the Steering committee and makes recommendations to Faculty Assembly.:

ARTICLE VII FACULTY ASSEMBLY MEETINGS

- Section 1 All committee decisions shall be made in a democratic atmosphere which demonstrates academic freedom in inquiring and in discussing and expressing personal beliefs and opinions.
- Section 2 Meetings shall be held two times per semester.
- Section 3 Special Faculty Assembly meetings must be convened when requested by the Chancellor, the Dean of the School of Nursing, the Faculty Steering Committee, or at the request of 30% of the voting members.
- Section 4 A quorum shall be composed of a simple majority of the voting members of the Faculty Assembly.
- Section 5 Decisions shall be made by simple majority vote of those present.
- Section 6 Copies of the minutes of each Faculty Assembly meeting shall be supplied to faculty members of the School of Nursing and to the Chancellor.

ARTICLE VIII AMENDMENTS

These Bylaws may be amended by the Faculty Assembly by simple majority vote at a meeting of the Faculty Assembly, provided that a copy of the proposed amendment has been distributed to all members at least one week prior to the meeting

ARTICLE IX PARLIAMENTARY PROCEDURES

Items under discussion shall be governed by reference to Roberts' Rules of Order, most recent edition.

ARTICLE X FACULTY ASSEMBLY STANDING COMMITTEES

In order to fulfill the mission of the School of Nursing, the following standing committees have been formed.

- (a) Faculty Steering Committee
- (b) Curriculum Committee
- (c) Student Affairs Committee
- (d) Faculty Development and Advancement Committee
- (e) Program Evaluation Committee

In order to fulfill the mission of the Cooperative MSN and PhD Nursing programs, representatives of the UMKC School of Nursing faculty participate on the following UM-System intercampus committees:

- (a) MSN Coordinating Committee
- (b) PhD Coordinating Committee

Section 1 Representation, Eligibility and Selection

- (a) Faculty on the UMKC Campus, Columbia Campus, UMSL Campus, St. Joseph Campus, and Joplin Campus

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1. Faculty who hold voting membership in the UMKC School of Nursing Faculty Assembly are eligible for membership on standing committees.
2. Faculty from affiliated universities may serve on committees as approved by Faculty Assembly.
3. The Dean and Associate Deans will serve as ex officio members with voice but no vote (with the exception of Faculty Steering Committee).
4. The Chair of Faculty Assembly will serve as ex officio unless elected to that committee.
5. Invited faculty from other units shall have voice but no vote
6. Membership terms will be for 4 years, with half of the members elected every 2 years. Elections shall be held in the winter semester.
7. Vacancies on committees that occur during the academic year shall be filled by majority vote of the Faculty Assembly.
8. It is the responsibility of committee members to designate an alternate to attend a committee meeting in their absence. Persons designated as alternates shall have full voting rights. Alternates must represent the same academic program as the absent member.

(b) Students

1. The appropriate School of Nursing student body will provide student representatives, both undergraduate and graduate to Faculty Steering Committee, Curriculum Committee, and Student Affairs Committee as defined in that body's by-laws.
2. All student representatives have voice but no vote in the discussion.

- (c) The Manager of Student Services or designee from UMKC School of Nursing will serve as an ex officio member on the Faculty Steering Committee, Curriculum Committee, and Student Affairs Committee with voice, but no vote.

Section 2

Committee Chair Responsibilities:

- (a) The Chair of each standing committee will serve a two-year term and will be elected by continuing and new committee members.
- (b) The Chair of Faculty Assembly will serve as the chair of the Faculty Steering Committee
- (c) An agenda will be prepared by the Chair and distributed to members two working days prior to the meetings.
- (d) The Chair shall be responsible for reviewing and keeping the minutes recorded by a designated staff or committee member prior to their distribution.
- (e) Copies of the minutes will be circulated to the committee members and student representatives.
- (f) The Chair shall be responsible for notifying members of the cancellation of regularly scheduled meetings at least two working days in advance of the scheduled meetings.
- (g) The Chair shall be responsible for notifying the Faculty Steering Committee of committee vacancies which occur during the academic year.

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- (h) The Chair shall report significant actions and issues to the Faculty Assembly and/or Faculty Steering Committee for discussion and/or vote.

Section 3 Faculty Steering Committee

(a) Purpose

Provide leadership and facilitate decision making of the Faculty Assembly and serve as liaison to faculty, staff, and administration

(b) Membership

1. Faculty Assembly Officers
2. Chairs of standing committees
3. Dean and Associate/Assistant Deans
4. Academic Program Directors
5. Faculty representative to graduate officers
6. Faculty senate representatives
7. Student representatives

(c) Responsibilities

1. Develop the agenda for each meeting of the Faculty Assembly.
2. Propose initiatives for policy ratification and implementation to the faculty and to its standing committees. It shall also consider any proposal submitted to it by individual faculty members.
3. Appoint ad hoc committees as needed.
4. Identify issues and direct them to the appropriate committee.
5. Develop and present faculty governance policies within the school to Faculty Assembly or other committees as necessary.
6. Advise the Dean regarding interpretation of faculty policies and recommendations.
7. Inform the Dean of pending policy decisions to insure that sufficient resources for implementation are available.
8. Assist the Dean regarding administrative policy development.
9. Collaborate with the Dean and share with faculty information regarding school budgetary issues.
10. Periodically conduct an evaluation of the by-laws and functioning of the governance structure.
11. Conduct elections during winter semester for Chair of School of Nursing Committees, and SON representatives to university level committees.
12. Develop an annual calendar of dates and times for the academic year for Faculty Assembly and standing committee meetings.

Curriculum Committee

(a) Purpose:

Design, develop and evaluate the nursing curricula for all programs and present recommendations to the Faculty Assembly and/or Dean when appropriate

(b) Membership:

1. Five (5) faculty members representing undergraduate programs, with at least one of the five from the BHS program, and six (6) faculty members representing graduate programs. At least two of the six (6) faculty members representing the graduate program must teach in an APRN track.
2. Chair (2 years) and Vice Chair (2 years as Vice Chair and 2 years as Chair). The Vice Chair position must have been a member of the Curriculum Committee at least one (1) year prior to becoming Vice Chair.
3. Two (2) faculty to serve as alternates. One (1) representing the undergraduate programs and one (1) representing the graduate programs.
4. Dean, associate deans, and program directors (ex officio)
5. Student services representatives (ex officio)
6. Student representatives with voice, but no vote

(c) Responsibilities:

1. Coordinate all activities related to the development of the School of Nursing curricula
 - i. Revise philosophy, program objectives, conceptual framework, and curriculum design as appropriate
 - ii. Evaluate the curriculum on a scheduled basis
 - iii. Present new course offerings and major changes in existing courses.
 - iv. Recommend policy revisions
 - v. Monitor implementation of changes to the curricula
 - vi. Review suggested course, hour, description and title changes and all suggested course additions and deletions
2. Identify current use and future needs of resources which support the School of Nursing curricula

Section 5

Student Affairs Committee

(a) Purpose

Develop and implement policies and procedures related to student academic and conduct performance, including decisions related to admission, progression and graduation from all programs.

(b) Membership:

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2011; May 8, 2013
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1. Five (5) faculty members representing undergraduate programs and five (5) faculty members representing graduate programs, with one of these members an NP
2. Dean, associate deans, and program directors (ex officio)
3. Student services manager or designee (ex officio)
4. Student representatives with voice, but no vote
5. Social Worker with voice, but no vote

(c) Responsibilities

1. Establish and recommend to faculty policies and procedures for admission to, progression through, and graduation from the School of Nursing
2. Evaluate applicants and make recommendations regarding admission to the appropriate University officer (Registrar/Graduate School Dean)
3. Act on student petitions for exception to academic policies and/or program requirements.
4. Develop and implement policies and procedures for addressing student concerns and grade appeals except where other campus or school procedures exist. When dealing with individual student concerns, the committee shall go into executive session without student representation.
5. Review criteria and make recommendations to appropriate University persons/offices in matters such as student health, scholarships and awards. Recommend to the Faculty Assembly the candidates for graduation from the School of Nursing.
6. Review all recruitment, admission, and progression policies of the School of Nursing to determine their effects on the quality and quantity of students enrolled in the programs and on minority enrollment.
7. Oversee unit implementation of the School of Nursing enrollment management plan
 - i. Evaluate of effectiveness of enrollment management activities
 - ii. Recommend to faculty and staff regarding processes and structures affecting enrollment management
 - iii. Coordinate recruitment and retention efforts with Division of Student Affairs Admissions and Enrollment Management departments.

Section 6 Faculty Development & Advancement Committee

(a) Purpose:

1. With an emphasis on scholarship, leadership, and clinical excellence, develop, implement and/or review policies and make recommendations related to faculty appointments, orientation, workload, annual evaluation, award nominations, promotion and tenure.
2. A subcommittee consisting of tenured faculty will be responsible for the confidential appointment, promotion, and tenure decisions of the unit.

(b) Membership:

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1. All tenured faculty members shall be committee members of FDAC. From the present pool of tenured faculty, a representative sample, constituting no more than 50% of FDAC membership, shall be voted as standing members of FDAC. The remaining tenured faculty members shall serve as alternates to FDAC.
2. The Chair will be selected by the committee members.
3. Three clinical track faculty, rank of assistant professor or higher.
4. One at-large member, to serve as the Chair. This person will vote only in the case of a tie.
5. Dean and Associate Deans (ex officio).

(c) Responsibilities:

1. Develop, implement, review and/or revise faculty rank descriptions.
2. Review candidates' qualifications, interview, and make recommendations to Search Committees for faculty appointment and/or rank.
3. Review Affiliated Faculty candidates' qualifications and make recommendations to the Dean regarding appointments.
4. Develop, review and revise faculty workload policy and make recommendations.
5. Participate in evaluations of non-regular faculty promotions as requested.
6. Develop, review and revise faculty orientation policy and procedures and coordinate the implementation with Faculty Assembly.
7. Develop unit plan for faculty development, to include: teaching, scholarship, and service.

(d) Responsibilities of Appointment, Promotion, and Tenure (APT) sub-committee

1. Membership: Three elected tenured faculty
2. Develop, implement, review, and/or revise School of Nursing criteria for appointment, promotion and tenure in accordance with University of Missouri Tenure regulations and relevant UMKC policies. This process will include:
 - i. Maintenance of current information regarding UM/UMKC promotion and tenure policies and distribution to faculty.
 - ii. Faculty notification of appropriate review dates, guidelines and deadline schedules for evaluation, promotion and tenure.
 - iii. Review of applications for promotion and tenure.
 - iv. Recommendations to the Dean regarding promotion, tenure and non-renewal decisions.
3. Develop, implement, review and/or revise guidelines consistent with Academic Tenure Regulations, Chancellor's Memoranda #35, #77, and Executive Orders No. 6A and 26 Collected Rules and Regulations # 310.015, 320.035, and 310.020 for faculty submission of data for faculty reappointment, promotion and tenure.

4. Review candidates' qualifications, and make recommendations to the dean regarding Graduate/Doctoral Faculty appointments and reappointments.
5. Develop, implement, review and revise policies and procedures regarding annual review for progression toward promotion, tenure and retention. Refer to Collected Rules and Regulations # 310.015, 320.035, and 310.020 Executive Orders #6A and 26, Chancellor's Memorandum #35 and 77 and the Academic Tenure Regulations.
6. Five-year post-tenure review

Section 7 Program Evaluation Committee

(a) Purpose:

To plan and implement processes that provide ongoing assessment and continuous quality improvement of the organizational procedures, products, activities, personnel and resources of the School of Nursing.

(b) Membership:

1. The School of Nursing Administrator responsible for Program Evaluation
2. The School of Nursing business manager
3. Manager of Student Services or designee
4. Five (5) faculty representatives, delineated as one (1) from the BSN program, one (1) from the BHS program, one (1) from the MSN program, one (1) from the DNP program and one (1) from the PhD program. At least one of the five faculty representatives must be a NP teaching in a NP track
5. Two (2) faculty to serve as alternates. One (1) representing the undergraduate programs and one (1) representing the graduate programs
6. Dean, associate deans, and program directors (ex officio)
7. One student representative (ex officio)
8. Assistant Vice Chancellor for Institutional Effectiveness (ex officio)

(c) Responsibilities:

1. Determine the extent to which the objectives of the degree programs are met.
2. Determine whether program implementation is consistent with program design.
3. Determine the degree to which the programs meet the educational needs of the students and the community.
4. Maintain or improve the delivery of support services to students enrolled in the programs.
5. Assess the quality and efficiency of the programs.
6. Determine the adequacy of resources for achieving program goals.
7. Identify opportunities to improve the School of Nursing programs.
8. Make recommendations to other School of Nursing committees regarding program revisions.

Article XI **UM-System Intercampus committees**

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Section 1 MSN Coordinating Committee

(a) Purpose:

Develop and evaluate the UMKC/SL Cooperative Graduate Program in Nursing and make recommendations to the joint sessions of the graduate nursing faculties; make recommendations regarding graduate program policies and procedures; and provide a liaison structure between nursing faculties of UM-Kansas City and UM-St. Louis.

(b) Membership:

1. UMKC Dean and UMSL Dean (ex officio)
2. UMKC School of Nursing Associate Dean (ex officio)
3. UMSL Associate Dean (ex officio)
4. Two elected faculty representatives with graduate faculty status each from UMKC and UMSL
5. Two student representatives; one from Kansas City and one from St. Louis
6. Additional faculty from Kansas City and St. Louis with voice, but no vote.

(c) Responsibilities:

1. Coordinate all activities related to the development and evaluation of UMKC/SL Cooperative Graduate Program in Nursing curriculum.
2. Evaluate the graduate curriculum on a regularly scheduled basis.
3. Review and recommend new course offerings and major changes in existing courses.
4. Monitor implementation of the curriculum.
5. Recommend educational resources necessary to support the Cooperative Program. UMKC/SL Cooperative Graduate Program in Nursing.
6. Recommend to the joint faculty revisions in criteria for admission to and progression through the UMKC/SL Cooperative Graduate Program in Nursing.
7. Develop and monitor student policies and procedures.

Section 2 PhD Coordinating Committee

(a) Purpose:

Participate in the development and evaluation of the PhD in nursing program.

(b) Membership:

1. UMC, UMKC, UMSL Dean (ex officio)
2. Three elected faculty representatives from each UMC, UMKC (with doctoral faculty status), UMSL Schools of Nursing

(c) Responsibilities:

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Coordinate all activities related to the development and evaluation of the PhD in Nursing Program.

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